

CADET PROMOTION OPERATING INSTRUCTIONS

This Operating Instruction defines the process and procedures by which cadets at Carroll Squadron are promoted in grade.

Note: Shaded areas identify new or revised material.

1. Introduction

Promotions at Carroll Squadron are intended to reward the cadet's demonstrated ability to meet or exceed the academic, physical, and professional standards required of the promotion, and to award a recognized symbol of the authority and responsibilities expected of a cadet of that grade. Just as important as the academic and physical testing requirements is the ability and maturity of the cadet to accept the responsibilities of the next promotion. This Operating Instruction will define the requirements, responsibilities, and procedures for earning cadet promotions at Carroll Squadron.

2. Promotion Review Board

a. Membership. The promotion review board will consist of the Deputy Commander for Cadets (who usually serves as the chairman of the promotion review board), Leadership Officer, Cadet Commander, and other squadron members as necessary to provide a complete review of the cadet about to be promoted.

b. Frequency. The promotion review board will meet on the meeting of the promotion night to make a final determination of the cadet's eligibility for promotion.

c. Responsibility. The cadet seeking promotion is responsible for initiation the promotion review process. All cadet promotion requests will be submitted to the promotion review board for consideration. The review board will verify all aspects of the cadet's eligibility for promotion.

3. Requirements for promotion

Cadets will meet all of the academic requirements for promotion as required by CAPR 52-16. The promotion review board will review all aspects of the cadet's eligibility for promotion to the next grade. Areas that are reviewed will include, but are not limited to:

a. Time in grade. The cadet will have spent the minimum time in grade since their last promotion. Cadets will not be promoted unless they meet the minimum time in grade requirements (2 months for cadet enlisted, 4 months for cadet officer).

b. Leadership test. The cadet will have passed the Leadership test appropriate to the desired grade with a passing score of 70% or higher. The number of attempts made to pass this test will not be taken into consideration.

c. Aerospace test (if applicable). The cadet will have passed a test based on an Aerospace module of his/her choice with a passing score of 70% or higher. The number of attempts made to pass this test will not be taken into consideration.

d. Staff Duty Analysis (if applicable). The cadet will have completed the Staff Duty Analysis, as described at the MD Wing Website's "Cadet Programs" section.

e. Cadet Physical Fitness Test. The cadet will have passed the CPFT with the minimum passing score as described in CAPR 52-18. The number of attempts made to pass this test will not be taken into consideration.

f. Activity Participation. The cadet will have participated in a sufficient number of squadron, group, wing, region, or national level activities in the time period since his or her last promotion. Excused absences from activities will be taken into consideration.

g. Squadron Meeting Attendance. The cadet will have attended 70% or more of all squadron meetings since their last promotion.

h. Duty Performance. The cadet will have demonstrated a level of duty performance that is deserving of promotion to the next grade. The review board will consider the quality of duty performance since his or her last promotion, and will expect to see an increase in the quality of work performed in that duty position. To better assess the cadet's duty performance, the review board may solicit feedback from members both above and below the cadet in his or her chain of command. An example: to evaluate an element leader, the review board will ask both the cadet's flight sergeant and element members if weekly phone calls are getting made, questions are getting answered, etc.

i. Professional Appearance. The cadet will have passed a graded inspection his Blues and BDU uniforms. The inspection will also reflect adherence to grooming standards. The review board will also take into consideration the appearance of the cadet at all activities and unit meetings since his last promotion.

j. Military Bearing and Professional Attitude. The cadet will be evaluated on his/her overall professionalism, standards of customs and courtesies, and overall level of professionalism since their last promotion. The cadet will demonstrate through his/her own actions that he/she is ready to be promoted to the next grade by conducting himself in a manner appropriate to that grade level.

4. Appearance before the Promotion Review Board

a. Eligibility. When the promotion review board has determined that the cadet has satisfactorily met the requirements for promotion, he will be summoned to appear before the review board. Promotions to Cadet Airman First Class and Cadet Senior Airman do not require an appearance before the board, unless requested by the promotion board chairman. Promotions to the grade of Cadet Colonel will appear before a promotion review board held at the Wing level.

b. Reporting. The cadet will report before the board with his/her direct supervisor in attendance. The cadet will report properly and observe proper standards for conduct.

c. Memorization. A listing of required memorization work appears in Attachment 1.

d. Discussion. The review board may discuss the cadet's duty performance to date, and may discuss the upcoming promotion and expected duty assignments. The promotion board chairman may allow the cadet to ask questions, voice opinions, or use the opportunity to discuss any issues or suggested areas for improvement. In general, the review board will have already determined the cadet's duty performance prior to his appearance before the board. Although the cadet should present nothing less than a professional image during the review board, he should understand that his appearance and performance since his last promotion will factor into the board's decision.

5. Promotion Responsibilities

a. The Cadet. The cadet will be responsible for fulfilling all requirements for promotion, as well as conducting themselves in a manner worthy of promotion to the next grade. The cadet will always demonstrate top performance at every occasion – not just on promotion review nights. When the cadet believes that they are ready for evaluation by the promotion review board, he will inform his immediate OIC, such as his Flight Commander if he is assigned to a flight, or Executive Officer if he is assigned to the staff. In cases where a cadet is assigned to both a Flight and serves on a staff position, the cadet should notify both OIC's. The cadet must notify his OIC of his request no later than one week prior to the promotion night.

b. OIC. The officer in charge will ensure that the requesting cadet has met all of the requirements for promotion, including uniform inspections, CPFT, etc. The OIC will make an evaluation of the requesting cadet's eligibility for promotion using the cadet promotion checklist, and provide the promotion request to the review board chairman no later than one week prior to the promotion night.

c. Promotion Review Board. The promotion review board chairman will convene the review board to assess the cadet's eligibility for promotion, using the completed cadet promotion checklist, taking the cadet's OIC's evaluation into account, as well as consulting with other squadron members as necessary to complete the evaluation. The chairman must have received all requests for consideration of promotion no later than one week prior to the promotion meeting night. The chairman will not accept requests on promotion night.

6. Promotion Ceremony

a. Timing. The promotion ceremony will be held at the close of the squadron meeting. Promotion ceremonies are typically held the same night as the promotion review board. The promotion ceremony may be delayed for a particular cadet if the review board requires additional time to make a proper evaluation of the cadet's eligibility for promotion.

b. Uniform. Uniforms for promotions will typically be Blues. Some promotion ceremonies may be held on meeting nights or at activities where the uniform of the day is BDU's. In those cases, the BDU or uniform of the day will be worn. Promotions will not be granted if the cadet's uniform is incomplete or is not demonstrating adherence to proper grooming standards. Cadets graduating CBT will wear the BDU uniform at the time of their promotion to Cadet Airman.

c. Reporting. Promotions will typically be made during squadron formations. When called, the cadet will fall out of their formation, and report to the front of the formation by a direct straight-line route. The cadet will not square any corners or execute any facing movement that will lengthen the time necessary to report. The cadet will report at a distance of approximately two-paces in front of the Commanding Officer or the highest-ranking official present.

d. Presentation. The Cadet Commander or designee will call the room to attention and read the citation or make the appropriate remarks while the Commanding Officer or presiding official presents the cadet with the new grade insignia and associated award ribbon.

e. Closing. When the cadet is promoted, he will salute the Commanding Officer. When the Commanding Officer returns the salute, the cadet will execute an about face and report back to his position within the flight by a direct straight-line route. The cadet will not square any corners or execute any facing movement that will lengthen the time necessary to return.

MICHAEL ZABETAKIS
Second Lieutenant
Deputy Commander for Cadets

CHRISTIAN J. READY
Captain
Commander

ATTACHMENT 1: MEMORIZATION WORK

Mission of Civil Air Patrol: The mission of Civil Air Patrol is to employ voluntarily its resources of manpower and equipment for Search and Rescue; to fulfill its role of readiness for local and national emergencies; to motivate the youth of America to its highest ideals of leadership and public service; and to maintain this nation's air and space supremacy through a systematic aerospace education and training program.

Cadet Oath: I pledge to serve faithfully in the Civil Air Patrol Cadet program, that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training in order to prepare myself to be of service to my community, state, and nation.

Preamble to the Constitution: We the people of the United States in order to form a more perfect union, establish justice, insure domestic tranquility, provide for a common defense, promote the general welfare, and secure the blessing of liberty for ourselves and our posterity do ordain and establish this Constitution for the United States of America.

Definition of Military Discipline: Mental attitude and state of training which renders reasoned willing obedience and proper conduct instinctively under all conditions. It is founded upon respect for, and loyalty to properly constituted authority.

Cadet Code of Honor: I will not lie, cheat, or steal, nor tolerate anyone among us who does. Furthermore, I will resolve to do my duty and live honorably, so help me God.

Definition of Leadership: Leadership is the art of influencing people to progress with enthusiasm towards the successful completion of a mission.

First Law of a Cadet: To accept all orders and carry them out to the best of my ability without question.

CAP Motto: Semper Vigilans, Always Vigilant.

Five Responses of a Cadet: "No/Yes Sir *", "No Excuse Sir *", "Permission to ask a question Sir *", "Permission to make a statement Sir *" (Sir, Ma'am, or Sergeant)

IMPORTANT DATES to REMEMBER

Date CAP was founded: 1 December 1941

Date USAF was founded: 26 July 1947

Date Public Law was enacted to create CAP as a non-profit organization: Public Law 476, 1 July 1946

Date Public Law was enacted which made CAP an official USAF Auxiliary: Public Law 557, 26 May 1948, 80th Congress 2nd Session.

Year the Cadet Program started: 1942

ATTACHMENT 2: CADET PROMOTION CHECK LIST

Name: _____

Date: _____

Flight: ☐ Alpha ☐ Bravo ☐ Staff

Current Position (Element Leader, Flight Sgt, TI, etc.): _____

Current Grade:

☐ C/Amn ☐ CA1C ☐ C/SrA ☐ C/SSgt ☐ C/TSgt ☐ C/MSgt ☐ C/SMSGt ☐ C/CMSGt

☐ C/2Lt ☐ C/1Lt ☐ C/Capt ☐ C/Major ☐ C/Lt Col

Attended Squadron/CAP activities in last 90 days:

1: _____

2: _____

3: _____

4: _____

5: _____

6: _____

CPFT: ☐ Male ☐ Female Number of Sit-ups: _____

Sit and Reach 1: _____ 2: _____ 3: _____ Avg: _____

1 Mile Run Time: _____ minutes & _____ seconds

Completed Leadership Chapters:

☐ Chap 1 - Curry ☐ Chap 2 - Arnold ☐ Chap 3 - Wright Brothers ☐ Chap 4 - Rickenbacker ☐ Chap 5 - Lindberg
☐ Chap 6 - Doolittle ☐ Chap 7 - Goddard ☐ Armstrong ☐ Mitchell ☐ Chap 8 Flight Commander
☐ Chap 9 Administrative Officer ☐ Chap 10 Public Affairs Officer ☐ Chap 11 Leadership Officer
☐ Chap 12 Aerospace Education Officer ☐ Chap 13 Operations Officer ☐ Chap 14 Logistics Officer
☐ Chap 15 Cadet Commander

Completed Aerospace Modules:

☐ Mod 1 ☐ Mod 2 ☐ Mod 3 ☐ Mod 4 ☐ Mod 5 ☐ Mod 6

Moral Leadership: ☐ Part of discussion group ☐ Discussion Leader ☐ Group recorder
Date: _____ Date: _____ Date: _____

Uniform Inspection:

Inspections must be within 60 days of promotion.

BDU date of inspection: _____ Inspector: _____

Blues date of inspection: _____ Inspector: _____

This form must be submitted no later than one week prior to promotion night.